

Municipal Services Commission  
Monthly Meeting  
February 27, 2020 – 4:00 p.m.  
216 Chestnut Street  
New Castle, Delaware

The meeting was called to order at 4:00 p.m. with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President  
Daniel F. Knox, Commissioner  
Dr. Allen Hansen, Commissioner  
Pamela A. Patone, Secretary

Staff in Attendance: Tara French, Manager, Accounting & Customer Service Department; Jay Guyer, Manager, Water Department; Scott Blomquist, Manager, Electric Department

Minutes – A motion was made and seconded to approve the special meeting minutes for the January 16, 2020 meeting. The motion was approved.

Treasurer/Human Resources Report – Secretary Patone reporting in the absence of Treasurer Stubbs  
Secretary Patone reporting a total operating cash balance of \$2,447,044.15. PNC escrow and meter deposit total in the amount of \$746,195.64. Total cash balance is \$3,193,239.79. Total investments are \$1,221,377.38. Electric Department Supervisor Art Granger reviewed the bank statements for the month. Ms. Stubbs answered his questions satisfactorily. The accounts payable check register is attached to Treasurer Stubbs' report. Secretary Patone noted certain disbursements to the attention of the Commission, including a large expenditure for the Calgon Carbon purchase \$61,200.00 and the RK&K payment of \$10,000.00 for the asset management grant.

**A motion was made and seconded to approve the disbursements as presented. The motion was approved.**

Accounting and Customer Service Department Report – Ms. French reporting  
(See attached report.)

Secretary Patone noted that electric revenues are down compared to last year for numerous reasons including rate reduction, reduction in production, larger facilities changing to LED and the move of the post office. It is anticipated our payment to the City will not increase due to the reduction in electric revenues, they will be given an estimate based on unaudited revenues in April, and the firm amount will be given after the financials are audited. The City is paid quarterly while the MSC records a monthly expense.

Electric Department Report – Mr. Blomquist reporting  
(See attached report.)

Delaware Street Rehabilitation City - Secretary Patone asked Mr. Blomquist to stay after all reporting to discuss the Delaware Street Project.

Water Report – Mr. Guyer reporting

*(See attached report.)*

The commission requested to receive a copy of the presentation from Kauffman as reported by Mr. Guyer.

*Ms. French and Mr. Guyer were thanked and excused from the meeting.*

Delaware Street Rehabilitation City- Secretary Patone stated the first line item in Henkel's quote has increased by 34%, she has not been able to connect with anyone to discuss. Henkel's feels the scope of the project has changed from the original conversation, Secretary Patone and Mr. Blomquist did not agree. Secretary Patone stated that 3 designs were submitted separately by the three utilities which led to confusion, she believes if they had been submitted on one design it may have been clearer. Mr. Blomquist states overall we are saying almost \$1 million dollars for 20 of MSC customers getting electric service underground, in his opinion hard to justify this cost. Comcast and Verizon is a broader scope then the MSC approximately 36-41 customers. Secretary Patone states that some of the clarifications listed in the proposal are not clear, noting the compaction testing, which was in the previous quote and discussion to be a lump sum quote which would cover all costs and Henkel's would bear the risk of any additional costs. The new quote has MSC bearing the risk of additional costs.

MSC understood we would be in the same trench as Delmarva which would be a large cost savings. The project was pursued based on the fact that Henkel's and Delmarva told MSC this was accomplishable. The new scope is a separate trench for MSC and the other two utilities. Once Henkel's engineers came on site and began to evaluate, this led to indications the scope is not capturing the benefits the MSC was anticipating since the beginning by Henkel's project manager. Secretary Patone stated she has made numerous requests to have everything in writing but because this was a time sensitive project, MSC was relying on a lot of verbal communication, it is her opinion this is a lot of money and may not be a good use of MSC money and is requesting direction from the Commission.

Secretary Patone proposes options for moving forward. The first option suggested is going back to Henkel's to understand their calculations in comparison to MSC's calculations to see if a lower rate can be negotiated. The second option suggested is to put together an RFP which would require the City to potentially delay their time line. The third option proposed by Secretary Patone is to cancel the project. She was concerned as there has been significant communication to the public and excitement surrounding the project. Secretary Patone mentions we still have not agreed upon the terms and conditions of the contract. A boiler plate agreement was reviewed by MSC management, insurance brokers and attorneys. Secretary Patone requested changes to the agreement. MSC has not received confirmation from Henkel's legal counsel regarding their acceptance of proposed changes. An inquiry was made asking if scaling back from 2<sup>nd</sup> street to The Wharf skipping 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> would have any cost reduction. Mr. Blomquist stated because the majority of the customers are on 2<sup>nd</sup> to The Wharf he felt there would be minimal reduction in cost for all three utilities.

Secretary Patone and Mr. Blomquist agreed if MSC was to proceed with the project we would want to do it all, stating if we kept the back pole line between 3<sup>rd</sup> and Dalby running behind all of the houses we would save on the laterals underground for Verizon and Comcast which could put us closer to Henkel's original cost of \$550,000.00. When the original price was given, Comcast and Verizon had not given their plans (with the backyard pole line removal) although in conversations it was understood the MSC was getting prices inclusive of all 3 utilities. Scaling back is an option but leaves a pole line in the yard and a paved over road that you would want to wait roughly 20 years before attempting to do another overlay. Dr. Sippel

requested clarification of the time line of Delmarva with the City. Secretary Patone stated Delmarva gas trench has already started and will continue regardless of MSC involvement, the timeline including MSC, Verizon and Comcast is end of August, excluding the utilities time would be end of May early June. Henkel's is a reputable company especially for the sensitivity of the historical area perspective. Delmarva engineers and MSC customers have reported their satisfaction with their experiences with Henkel's. Secretary Patone and Mr. Blomquist stated Henkel's engineers advised physically there is not enough room to make the trench wide enough to fit the gas line as well as all 3 utilities due to the placement of existing utilities. Discussion ensues to push back to Henkel's to see if MSC can negotiate a reduced price otherwise MSC will more than likely walk away from the project as we were already stretching to fund this project. Walking away will not have a negative impact on the City's portion of the project, the larger concern is with the council and community. Secretary Patone requested an extension to have the opportunity to communicate with the right contacts at Henkel's and explain how they can potentially benefit long term for future projects with MSC, as it is Delmarva's plan to continue this project throughout the city.

*Mr. Blomquist was thanked and excused from the meeting.*

Dr. Sippel mentions an article from WGMD News Radio which reported Delmarva customers are paying 19% more as a result of the RPS requirements passed in 2010. Secretary Patone speaks to the article stating Delmarva needed to implement the RPS, 25% renewables by 2025. In the requirement there is a 3% circuit breaker where the utility does not have to incur cost higher than the 3% in order to comply with renewable requirements. Delmarva signed onto expensive leases in 2010 and 2011 to comply with the law. Examples of these contracts are fuel cell contracts (Bloom Energy), Dover Sun Park and 3 Pennsylvania wind parks. The article explains the Delaware Coop and the municipalities have not hit the 3% circuit breaker and therefore are paying less than Delmarva Power customers as a result of the renewable requirements.

#### Secretary's Report – Secretary Patone reporting

DEMEC – President Sippel attended the meeting on February 18, 2020 in Secretary Patone's absence. Secretary Patone requested to summarize the meeting with Dr. Sippel's input. Secretary Patone reported President McCullar was not in attendance. The Executive Committee provided no updates. The Audit Committee met on February 11, 2020, reviewed the fourth quarter financial statements and reviewed the RFP from the perspective auditors. Each member of the Committee will be scoring the auditors and submitting to Secretary Patone to summarize so a decision can be made for the next cycle of audits. Secretary Patone is getting the chair rotation implemented and agreed to stay on as chair through September. The plan is to have David DelGrande of the City of Newark take over as chair in September and Tyler Reynolds of the Town of Middletown would be the following year. Secretary Patone reported accounting policies were reviewed, a request for a calendar of all finance functions was made because the audit committee is requesting to be changed to a financial review committee, as the desire is to get involved in the details of investments and budgets. There was an additional telephone conference call with the auditors, field work is primarily complete nothing came to their attention that would cause concern. A draft of the financial statements is expected by the middle of March, which will be reviewed and anticipate presenting in April. PNC capital advisors presented information regarding the investment portfolio, providing the breakdown of about 38% in US treasuries; 41 in corporate; 19% in asset back securities and 1% cash. DEMEC staff reported they are working on a draft of the bylaws that are being changed for board consideration. One change being the protection of board members and associate board members through an indemnification clause. Phone interviews with the consultants doing the strategic planning will be taking place with all the municipalities, MSC is scheduled for March 10, 2020 at 2pm. Secretary Patone stated

questions were shared ahead of time and welcomes any input from the Commissioners. Secretary Patone reported an update was provided on the demand response and Efficiency Smart programs. Efficiency Smart will be running an ad in the local papers regarding online home energy assessments for customers in their homes. The assessments will ask various questions regarding the home and appliances, it will provide a report with energy saving opportunities. DEMEC reported they are looking to make improvements to their IT system and are researching vendors to help assist with that project. Secretary Patone references the earlier conversation and receipt draft copy of Senator McDowell's Bill, it suggests an increase of 40% by 2035 and the removal of the 3% circuit breaker. DEMEC believes the previously mentioned article will help to negate the law from being passed. Talks continue about local control, all communities should have the ability to make decisions that are right for that community. DEMEC believes keeping the 3% circuit breaker would be beneficial. The continued suggestion is the municipalities would not be subject to the RPS requirements, however, the municipalities did opt in to doing the 25% renewables by 2025. Secretary Patone states she will forward the draft to the Commission.

**A motion was made and seconded to enter executive session at 5:25pm. The motion was approved.**

Commissioners returned to general session at 5:30pm.

Old Business: Nothing new to report on the ordinance changes regarding Cohen Law, the ordinance was read at the January 2020 City Council meeting with a public hearing expected in March.

Electric Vehicles: City Council President Linda Ratchford has been sending information to Secretary Patone. There is no update to report at this time.

Feasibility Study: Secretary Patone reports on the planning meeting held February 3<sup>rd</sup> between the MSC, the City and the consultants. Discussed and reviewed some very preliminary possible scenarios and what additional information was needed. It is anticipated a final or another draft will be available within the next month before presenting to the Commission and Council.

Capital Budget: Secretary Patone notes changes to the capital budget including the removal of the Delaware Street project from the capital budget. Secretary Patone reports the change by Water Manager Guyer referencing the Frenchtown Well Rehabilitation went from \$33,000.00 to \$35,000.00. In addition the Frenchtown Road Well VFD SCADA programming came down to \$15,600.00. Some items have been approved previously, some items are carry over from previous years for tracking purposes. Noting if there was a concession from Henkel's it would be added. Secretary Patone mentions possibly adding another project in the month in regards to working on Accounting Policies and Procedural Manual. The approval on the capital budget today does not mean you cannot approve on other items in the coming months.

**A motion was made and seconded to approve the capital budget in the amount of \$1,052,900.62 as presented. The motion was approved.**

New Business: Secretary Patone reported on the consultant's rate design based on the recommendation and Commission approval to move forward. Accounting Manager French reviewed for how it applied to the Tariff and provided a draft from a tariff perspective. In addition Secretary Patone will test a handful of the MSC customers to see how the rate change will affect them specifically with Nixon. Secretary Patone presented a copy of the rate design to the Commissioners requesting their review and asked for preliminary questions. Dr. Hansen asked about the rate design for electric on residential in the summer first block it

reports 0 to 500, believes this is low, while it does not affect the calculations but should be 750 in the tariff. Secretary Patone advised that she and Manager French also noted that correction. Dr. Hansen states on the water side, it appears adding an additional category for winter excess on the first page. Dr. Hansen states that the second to the last page suggests it is a new category and not just for the 4". Secretary Patone agrees and states the intention was just for 4" services and larger. Secretary Patone will get clarification. Dr. Hansen clarifies this is only for the winter but will go up for the summer. Secretary Patone confirms stating there are several accounts within the 4" service and above classification and it was not desirable to send a rate signal to utilize more water in the summer months. This might promote over watering for irrigation purposes and would be contrary to the MSC conservation message. Secretary Patone advised the rate design will be presented next month for approval.

Operating Budget Assumption: Secretary Patone provided a listing of operating budget assumptions for the Commissioners to review. (see attached) Information has been given to the actuary regarding pension expenses to get an estimate on any expectations because last year's investment performance is part of the calculation for the funding requirement. MSC reaches out to the State of Delaware every year to get the expectations on health insurance as it is a large expense item in our budget. Secretary Patone indicated costs for assistance with an Accounting Policy and Procedure Manual may be requested to be added to the capital budget. She went on to inform the Commissioner that 2021 would be the MSC's 100 year anniversary as The Board of Water and Light was established in 1921. She welcomed any suggestions on possibly acknowledging or celebrating this milestone and potentially allotting funds in a communications/publication line item on the operations budget this year or next depending on the actual date. Discussion ensues regarding concern about the timing of pension funding estimate and stock prices. Secretary Patone clarifies the estimate in the budget has been based on history due to timing of information from the actuary.

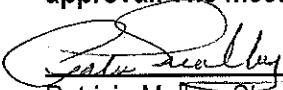
Annual Employee Handbook updates: Manager Stubbs reviews the employee handbook for any HR related changes, at this time there are not changes to be made.


#### Next Meeting

Commissioners set the next monthly Board meeting to be March 19, 2020, 4 p.m., at the office of the Commission, 216 Chestnut Street, New Castle, Delaware.

#### Adjournment

**A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 5:50pm.**

  
Patricia Malloy, Stenographer

Approved:   
(Minutes transcribed from recording)

# **MUNICIPAL SERVICES COMMISSION**

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov/>

Office: 302-323-2330 Utility Building: 302-323-2333 Fax: 302-323-2337

## **Accounting & Customer Service Department Meeting Report**

**February 27, 2020**

**Prepared By: Tara French on February 21, 2020**

- **Billing / Customer Service**

The CSD has begun reviewing reports for the annual electric and water billing audits.

The CSD prepared reports for the calendar year 2019 for the Electric Department's review for EIA-861 reporting purposes.

Interviews for the CSR I position are being held.

The CSD prepared monthly billing to customers.

- **Accounting**

Accounting prepared and analyzed the Quarterly Capital and Operating Budget vs Actual reports for the 3<sup>rd</sup> quarter ended December 31, 2019.

Accounting prepared an analysis of the investment yields annualized from inception for the quarter ended December 31, 2019 in comparison to Summit Financial's Quarterly Portfolio Review as of December 31, 2019.

Accounting prepared the ten months ended January 31, 2020 workpapers and Financials Statements:

Total assets are \$20,367,056 for the ten months ended January 31, 2020.

There was a Surplus in Net Assets of \$608,188 of that \$284,624 is due to capitalized labor and equipment. This leaves a net deficit of (\$31,061) in Water and a net surplus of \$354,625 in Electric.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**February 27, 2020**

**Prepared by Scott Blomquist on February 20, 2020**

**1. Developer Projects:**

**a. Sheriffs House:**

I. There is nothing to update on this project.

**b. 20 Arbutus:**

I. There is nothing to update on this project.

**2. Capital Projects:**

**a. Van Dyke Village:**

I. There has been no work on this project in the past month.

**b. Wilmington Rd Substation:**

I. Most of the grounding has been completed using the existing ground clamps. We are waiting for the remaining ground clamps needed to be delivered.

**3. Capital Purchases:**

**a. Dump Truck:**

I. There is nothing to update for this purchase.

**4. Operations:**

**a. Pole Change outs:**

I. The electric crew has changed out several poles on 11<sup>th</sup> St in Washington Park as part of routine maintenance.

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**b. Outages :**

- I. We had one unplanned outage over the last month. We had a squirrel blow fuses on a transformer at 702 W 7th St. 14 customers were without power for 43 minutes.
- II. 02/01/2019 – 02/01/2020

<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
19.4	0.188	103.31	99.99

SAIDI - is the average outage duration for each customer served.

SAIFI - is the average number of interruptions that a customer would experience.

CAIDI - gives the average outage duration that any given customer would experience.

ASAI - is the Average Service Availability Index.

**5. Repairs and Maintenance:**

**a. Wilmington Road Substation:**

- I. The Electric Department performed the monthly inspection at this location.
- II. The costs for a replacement annunciator have been added to the capital budget.



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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**February 27, 2020**

**Prepared by Scott Blomquist on February 20, 2020**

- III. The 210 relay was received back from the manufacturer. The test report shows it passed every test. Manager Blomquist has a call into Utility Engineers to discuss the relay before reinstallation.
- b. **Dobbinsville Substation:**
  - I. The Electric Department performed the monthly inspection at this location.
- 6. **Safety:**
  - I. Daily tailgate forms are filled out and turned in with work orders.
  - II. The Electric Crew had a safety meeting and continued discussions on the existing safety manual revisions.
- 7. **Delaware Street Rehabilitation City:**
  - I. Management had a meeting with the contractor for this project along with Comcast and Verizon. We are waiting for updated pricing and scope of work.
  - II. Management attended meetings with the City, Delmarva Gas, Verizon, Comcast, Cirillo Brothers, and Henkels regarding a timeline for completion of the project.
- 8. **Training:**
  - I. Managers Guyer and Blomquist plan to attend the DelDOT Utility Summit on February 25<sup>th</sup> at Polytech High School.
  - II. We have a team building class scheduled for March 4<sup>th</sup>.
- 9. **Electric Vehicle Program:**
  - I. No new information on this program to date.
- 10. **Capital Budget:**

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**February 27, 2020**

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- I. GM Patone, Manager Guyer, and Manager Blomquist have been working on the 5 year capital plan. The following are items related to the electric department on the 1 year capital plan.
  - i. Vandyke Village – request to fund the third year of this project in the amount of \$265,709.52. This is the third of three years we had for the funding of this project.
  - ii. Skid Steer – In the past we have used the City’s skid steer on many projects. This year the City decided to make this piece of equipment surplus so that they could trade it to the City of Newark for a garbage truck. This leaves us without this equipment. We would like to purchase a skid steer. The amount we would like to put on the capital budget is \$54,000.00.
  - iii. Delaware Street Undergrounding Project – \$759,848.00 – This is the estimated cost for the Delaware Undergrounding project. We are still working with the contractor to get better numbers.
  - iv. Itron FCS upgrade - \$30,074.00 - This is the cost to upgrade the Itron MVRS software and FC-300 reading equipment to the new FCS software and equipment so we can continue having support from Itron.
  - v. Wilmington Rd Substation Annunciator - \$15,180.00 – This is the replacement cost for the annunciator at Wilmington Rd Substation

**11. Operating Budget:**

- I. Manager Blomquist has prepared and submitted a first draft of the Electric Department Operations Budget FYE 2021 to GM Patone for review.

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## **Water Department Commission Meeting Report**

**February 27, 2020**

**Prepared By: Jay Guyer on February 20, 2020**

### **1. Projects**

#### **A. Riverbend Subdivision**

1. Riverbend was flushed on February 4<sup>th</sup> and 19<sup>th</sup> to maintain the required Chlorine Residual.

#### **B. Water Metering**

1. Meter reading was completed on February 12<sup>th</sup>. Water Operators followed up on water check reads and missed reads as needed. 7 non-functioning Water ERTs were replaced.
2. WUM Guyer and GM Patone met with Representative of TA Instruments on January 12<sup>th</sup> to discuss water meter information needs. Understanding their focus is on the Irrigation meter, WUM Guyer will research options for real time metering. GM Patone will schedule a follow meeting with TA Instruments.

#### **C. Cross Roads Well – Penn Farm**

1. Matt Grabowski, DNREC Water Supply Section Program Manager, contacted WUS Jaeger and indicated the allocation permit is in final stages of review and it should be sent to MSC the week of February 24<sup>th</sup>. He indicated DNREC has some work to do in reference to reissuing the Artesian Interconnection Transfer Permit since no one in their office has seen one issued for an interconnection. This will not affect MSC's ability to utilize the interconnection if needed.

#### **D. The Garrison Apartment Complex – 7<sup>th</sup> Street**

1. GM Patone and AM French are working to schedule a meeting with Garrison Apartment Representatives to review outstanding administrative items and discuss completing the final punch list for the water system. Final billing and reconciliation of the project will be completed when all issues have been resolved.

#### **E. Del DOT – SR 9 / SR 273 Delaware Street Railroad Crossing Safety Improvements**

1. Century Engineering advised the project has been pushed back to July 2021 however they are completing design plans so it can advertise the project for bid in January 2021. Additional survey work is being completed for a new traffic signal to be installed at the intersection of Delaware and 9<sup>th</sup> Street. WUM Guyer forwarded Century water main

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information for the intersection of 9<sup>th</sup> Street and Delaware Street. WUM Guyer is marking up plans for the railroad crossing to return to Century for incorporation in the DelDOT Bid documents.

### **F. Delaware Street Repaving – City Project**

1. GM Patone, EUM Blomquist, and WUM Guyer have met with the City, their Engineer, and Delmarva Gas to discuss the combined gas main / service replacement and joint trench for electric and communications on Delaware Street from 4<sup>th</sup> Street to the Wharf. City contractor Cirillo Brothers has started working at the wharf on their portion of the project. Water Operators will work with the contractor to ensure valve boxes and curb boxes are adjusted or replaced as needed.
2. Delmarva Power Gas Main Replacement – The Strand to 4<sup>th</sup> Street – The contractor Hinkles McCoy completed doing test holes to locate underground utilities along the proposed path of the new gas main and underground electric / communication conduits. Delmarva Gas forwarded their approved plans, WUM Guyer and WUS Jaeger walked the project checking alignment and ensuring proper separation from the water mains. The contractor has started installing new gas main at the intersection of 4<sup>th</sup> and Delaware Street. Water Operators will periodically monitor the installation to ensure no conflicts with the existing water are created.
3. MSC Electric UG Conversion – WUM Guyer attends meetings with EUM Blomquist and GM Patone.

### **G. New Townhomes by Cirillo Brothers**

1. The contractor continues working on the homes. MSC has not been contacted for water meters.

### **H. AMI Metering Project – American Municipal Power, Inc.**

1. GM Patone and the management team met with Brandon Poddany of AMP on January 29<sup>th</sup> to discuss their AMI Metering Solution and time frame for MSC implementation. WUM Guyer estimated the number of AMI Modules required for water is 2,407 (50 spare) and is working on meter counts for retrofits and replacements to update the estimated cost of the water portion of the AMI project. Mr. Poddany forwarded a revised quote for the project.

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### **I. Carrie Downie Elementary School**

1. WUM Guyer has nothing to update on this project.

### **J. Sherriff's House Improvements – National Park Service**

1. WUM Guyer completed review of the proposed plan and on February 19<sup>th</sup> sent VHB Engineering comments on the Sherriff's House water service plans, a set of the plans marked up, a copy of MSC's Technical Water Specifications and Cross Connection Control Manual. They will review MSC information and respond with questions if needed.

### **K. New Castle Foundry Apartments - 7th Street**

1. WUM Guyer was contacted by Mike Cirillo of Cirillo Brothers in reference to the water supply for the proposed 4 Story 27 Unit Apartment Building. WUM Guyer advised him of the 6" water main installed across 7<sup>th</sup> Street by Eric Mayer in 2017 and requested he have his architect contact MSC in reference to the requirements for the water supply, metering, and services for the complex. He will follow up with his architect.

## **2. Operations**

### **A. Outages and Reporting**

1. There was one planned outage and one unplanned water outage for the month of January 2020. The planned outage on January 12<sup>th</sup> was for replacing a fire hydrant and valve on West 14<sup>th</sup> Street, it lasted 2 hours and affected 7 homes. The unplanned outage on January 24<sup>th</sup> was for repairing a water main break on 12<sup>th</sup> Street, it lasted 2.5 hours and affected 23 homes.
2. ATSDR Testing in New Castle County – WUM Guyer has nothing to update on this item.
3. WUM Guyer and WUS Jaeger have started updating the DNREC Annual Water Use Report for 2019. The report is due March 31, 2020.
4. WUM Guyer and WUS Jaeger have started updating the DNREC Tier II Hazardous Chemical Report for 2019. The report is due March 1, 2020.

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5. WUM Guyer and WUS Jaeger will start updating the DRBC Annual Water Audit Report for 2019. The report is due March 31, 2020.
6. MSC/City Feasibility Study – WUM Guyer and EUM Blomquist assisted GM Patone with gathering site and facility information for 100 Municipal Boulevard. Information included a fire flow test, DNREC SIRB paperwork, existing utilities, and required space for MSC operations and storage.

### **B. System Repairs and Maintenance**

1. School Lane Well Rehabilitation – AC Schultes (ACS) returned on February 18<sup>th</sup> and corrected the 1” drop tube and reset the well pump motor. After completing the installation, AC Schultes completed a 3 point overboard pump test. They recorded flow data including gallons per minute, static / drawdown water levels, and motor amperage. Based upon the specific capacity, the well is performing as originally designed. MSC water operators collected water samples for bacteria testing on February 19<sup>th</sup> and 20<sup>th</sup>. WUM Guyer will request a Certificate to Operate from the ODW, Office of Engineering provided the results are absent and the well will be placed back in service rotation.
2. During the evening of January 23<sup>rd</sup>, a water main break was reported at 749 West 12<sup>th</sup> Street in Washington Park. The leak was checked and it was agreed to by WUM Guyer and WUS Jaeger to make the repair the next day. On January 24<sup>th</sup>, Water Operators mobilized and completed the repair to the 6” water main. The main had a circumferential crack and the mechanical joint bell clamp bolts corroded and leaking. The crack was repaired with a stainless steel clamp and the bell joint was cut out and replaced with a short piece of main and dressers.
3. Water Operators replaced the 1970 Rensselaer Fire hydrant at 712 West 14<sup>th</sup> Street. The hydrant was difficult to operate and had a leaking bonnet during operation.
4. Soil Disposal –WUM Guyer coordinated with Greggo & Ferrara (GF) to dispose of soil in our backyard at their Federal School Lane facility at a cost of \$100.00 per truck load. MSC contracted 3 tri-axle dump trucks from Cirillo Brothers to haul the material to the GF pit off Federal School Lane. MSC utilized our Backhoe and the City Backhoe to load the dump trucks. A total of 21 full trucks of soil from this past years projects were hauled away. Removing this material maintains the Cities MS-4 Permit Requirements.

# MUNICIPAL SERVICES COMMISSION

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## Water Department Commission Meeting Report

February 27, 2020

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### C. Budgets and Grants

1. Water Infrastructure Advisory Council (WIAC) Grants –MSC and RKK representatives had a progress meeting on January 24<sup>th</sup> to review starting Task 3 – Asset Inventory and Condition Assessment. The key attribute data to be input in to the GIS database and the vertical asset data to be supplied was discussed. WUS Jaeger and FP Jones have started inputting key attribute data for horizontal assets (mains, valves, hydrants, fittings) in the new ArcPro software. WUS Jaeger is gathering key attribute data for vertical assets (storage tanks, wells, treatment facility, pumps) and inputting data in spreadsheets.
2. WUM Guyer and EUM Blomquist worked with GM Patone and AM French to update the 5 year capital budget and prepare our FYE 3-31-2021 Capital Budget. Following is a list of the proposed Capital Water Projects:

#### Water Projects

Intersection of 6<sup>th</sup> and Delaware Street Paving (Carry Over) \$30,756.00  
The intersection of 6<sup>th</sup> and Delaware Street was not paved during the Cleaning and Lining project due the State planning to install conduits around the intersection for the new traffic control light. Paving will be coordinated with the state when the project is completed in June 2020.

School Lane Well Rehabilitation (approved 10-17-19 Minutes) \$27,010.00  
School Lane Rehab was moved up due to issues with the motor and pump. The last rehabilitation was performed in 2007. Originally planned for FYE 2023, it would have had 16 years of service which exceeds the industry standard of 7 – 9 years of service between rehabilitations. During disassembly, it was found the pump assembly bolts corroded allowing the bowl assemblies to start separating.

School Lane Well VFD Controls / SCADA Programming \$26,000.00  
Installation of the VFD Controls for the SL Well motor and pump will greatly improve efficiency of the facility by eliminating the pump being operated against a near fully closed gate valve restricting flow. This practice increases energy consumption as the pump is running at full speed to move the water it was designed to however to prevent over pumping the well the valve is partially closed to limit the gpm. The VFD will allow the pump motor to be paced with the system demand. No AC unit needs to be installed for the SL VFD controller as it will be located in the Lab which is already climate controlled.

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Delaware Street 12" Main Extension – 10<sup>th</sup> St. Crossing (Materials) \$37,000.00  
Extending the 12" main and crossing Delaware Street with the new 8" main can be cost effectively completed during the Delaware Street Railroad track closing in July 2020. This will allow MSC Water Operators to open cut and install the new 8" main across Delaware Street and tie into the dead end main on 10<sup>th</sup> Street. Looping of the dead end main will improve water quality, reliability, and fire flow for the Shaw Town Area.

Frenchtown Road Well Rehabilitation \$33,000.00  
Last rehabilitation was performed in 2005. Originally planned for FYE 2021, it would have had 16 years of service which exceeds the industry standard of 7 – 9 years of service between rehabilitations. For reliability, rehabilitation is being moved up due to concerns the pump could experience the same type of issues SL motor and pump have thus reducing reliability.

Frenchtown Road Well VFD Controls / SCADA Programming \$26,100.00  
Installation of the VFD Controls for the FTR Well motor and pump will greatly improve efficiency of the facility by eliminating the pump being operated against a near fully closed gate valve restricting flow. This practice increases energy consumption as the pump is running at full speed to move the water it was designed to however to prevent over pumping the well the valve is partially closed. The VFD will allow the pump motor to be paced with system demand.

Frenchtown Road Well A/C Unit (For Controls) \$7,500.00  
Installing an AC unit at FTR Well will improve the operating environment for the proposed VFD motor controller and additional SCADA equipment to be installed for the VFD Drive. The increased electric demand will be offset by the installation of the VFD motor controller.

Asset Management Project (Reimbursable) \$50,000.00  
Part of the \$100,000.00 Grant received from the Water Infrastructure Advisory Council, this project will allow MSC to improve our GIS mapping of the water system to better manage our assets. Additionally it will include vertical assets such as the water tanks and structures. This technology could be the model for the electric system to improve their GIS mapping system.

## Facilities Projects

Heating Units 100 Municipal Boulevard – Utility Building \$8,000.00  
The heaters in operation at the Utility building are the original equipment units installed when the building was built in 2003. They Are currently 16 years old



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and requires repairs several times a year to keep them operational. New units will offer reliability and higher efficiency than the original units thus reducing energy and gas consumption.

### Trucks / Large Equipment

Meter reading Equipment - Software and Hardware Upgrade \$30,074.00  
Upgrade the current MRVS Software to the FCS Software, the MCLite to the MC3Lite, FC300 Handheld to the FZ-M1 Toughpad Tablet, an Itron Mobile Radio Unit, and training. This needs to be completed as Itron is phasing out support for our existing equipment at the end of 2021 and we will need to be able to continue reading our current AMR system during the AMI System installation. This expense will be shared between Water and Electric budgets.

T-3 Pick Up Truck (Replaces Meter Reading Van) \$42,250.00  
Water Operations currently has 6 employees and only 4 trucks which forces Operators to share a truck which can be inefficient. The plan would be to assign the current T-14 Utility Truck to a Water Operator and have the new T-3 pickup truck used by WUM Guyer and WUS Jaeger to improve operational efficiency.

3. WUM Guyer met with GM Patone and discussed the Draft Operations & Maintenance Budget for FYE 3-31-2021. WUM Guyer is working on revisions and will forward a revised copy to GM Patone and AM French.

### D. Equipment

1. New T-9 Dump Truck – the chassis has been delivered to Intercon Truck Equipment for the dump body to be fitted and installed. WUM Guyer has had several conversations with Intercon Representatives to coordinate installation of equipment. No updated delivery date is available.
2. Truck-11 had the truck bed removed and underling sprayed on to help prevent rust and increase the useful life of the truck bed.

### E. Personnel and Training

1. No personnel issues to report at this time.
2. WUM Guyer and EUM Blomquist are scheduled to attend the Del DOT 5<sup>th</sup> Annual Utility Summit on February 25<sup>th</sup> at Polytech High School in Woodside, DE.

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3. MSC Management has Team Building training scheduled for March 4<sup>th</sup>.

### **F. Safety**

1. MSC Water Operators and Facility Person hold daily morning tailgate talks discussing jobs/tasks to be performed that day, potential issues or hazards to be considered, and safety concerns.
2. MSC Water Operators and Facility Person continue with Safety Training completing review of the MSC Safety Policy and Procedures Manual.

### **3. Reporting Agencies**

#### **A. WSCC - Water Supply Coordinating Council**

1. The January 30 meeting went well. Delaware Geological and State Climatologist gave their weather conditions report – precipitation for 2019 is 41.91” or about 18” less than 2018. Sussex County is dryer then Kent and New Castle Counties. DRBC reported the reservoirs are at 240BG or 100bg above drought watch. Chairman Smailer discussed creating templates for the Self Sufficiency and Conservation Rate Analysis Reports for the water purveyor’s to use for uniformity in reporting. WSCC member Vic Singer will chair a sub-committee to create the templates. Dr. Kauffman gave a presentation on the accomplishments of the WSCC as part of the Council’s 20<sup>th</sup> Anniversary this year. Chairman Smailer discussed having a WIAC Board member attend WSCC meetings to create an open dialogue between the 2 organizations for utilizing the Grant and SRF money available to water utilities. Dr. Kauffman discussed the Drought Advisory Guidelines Working Group and the work completed by the DGS and the State Climatologist, he will reach out to the members to schedule the next meeting.
2. The next meeting is scheduled for May 28, 2020.

#### **B. WRA – Water Resource Agency**

1. WUM Guyer will resume sending weekly pump data to Jerry Kauffman of University of Delaware Water Resource Agency (WRA) when requested in Spring 2020.

#### **C. DEWARN – Delaware Water/Wastewater Agency Response Network**

1. The next DEWARN meeting scheduled for April 16, 2020.

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### **D. Water Operator Advisory Council Meeting**

1. The next meeting is scheduled for March 5, 2019.

### **E. Delaware Public Service Commission – Miss Utility Damage Prevention Reporting**

1. WUM Guyer is waiting on notification of the meeting dates / times and will plan to attend.

### **F. Miss Utility of Delmarva Monthly Meeting**

1. The next meeting is scheduled for February 20<sup>th</sup> at Choptank Electric Cooperative in Denton, MD.

### **End of Report**

**Attachments:**     January 2020 Water Works Report  
                             January 2020 Water Outage Tracking Sheet